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MEMORANDUM

TO: Wisconsin County Clerks
Milwaukee County Election Commission
Wisconsin Municipal Clerks
Milwaukee City Election Commission

FROM: Diane Lowe, Lead Elections Specialist
Government Accountability Board

DATE: July 29, 2016

SUBJECT: Envelope Revisions--Absentee Ballot Application/Certification (Series EL-122) and
Absentee Ballot Mailer (Series EL-120)

The Absentee Ballot Application/Certification envelopes and Absentee Ballot Mailer envelopes have been revised and are available on the Wisconsin Elections Commission website under Forms. <http://www.gab.wi.gov/forms>. The revised envelopes are to be used for absentee ballots requested for the November 8, 2016 General Election. The envelope numbers now begin with "EL."

Background

Recent legislation has made it necessary to revise the envelope templates listed above. These changes are in effect starting with the November 8th General Election and include:

- Removal of the language "***CAST BY AN ABSENTEE ELECTOR UNDER S. 7.515, WIS. STATS., AND MAY BE ELIGIBLE TO BE COUNTED AFTER ELECTION DAY,***" from the address side of the EL-122 and EL-122m envelopes
- Addition of the requirement that an absentee ballot witness is required to provide his or her address.
- Incorporation of several minor clerk suggestions and emphasis added to certain language.

Additional modifications are described below:

Modifications-Address Sides

In addition to the removal of the § 7.515 language on the address side of the EL-122 and EL-122m envelopes, it was also necessary to remove the clerk instruction language--

- *THIS ENVELOPE TO BE USED BY VOTER FOR RETURN OF MARKED BALLOT TO MUNICIPAL CLERK*
- *CLERK SENDING OUT ABSENT VOTER'S BALLOT WILL INSERT HIS/HER OWN OFFICIAL RETURN ADDRESS HERE.*

from the EL-122 No FIM and EL-122 FIM A, due to the size and placement of the Official Election Mail logo (OEM). The EL-122m FIM B, EL-122 FIM C and EL-120m still contain this language. Further explanation follows in the next section of this memo.

Official Election Mail (OEM) Logo

The size (medium) and placement of the OEM logo on the revised envelopes has been approved by the USPS. The following guidelines relating to the OEM must be strictly applied to ensure timely delivery of election mail. These guidelines have been provided to Bear Graphics, JP Graphics and Roto-Graphic Printing. *If you have your envelopes printed by another printing company, please ensure you provide this information with your order.*

OEM Physical Requirements

- The size of the logo may not be modified.
- The logo must be printed in black, blue or red. **For consistency please use black.**
- Print the stripes/waves at 40 percent.
- The logo must have ¼ inch clear area surrounding it.
- The logo must be printed on a light colored (white) background.

Placement of the logo on the EL-122 NO FIM and FIMA and the EL-120

These envelopes do not contain the postage prepaid indicia and are subject to cancellation by postal equipment. The cancellation marks may not encroach on the logo.

- The logo must be placed at least 4.75 inches from the right edge of the envelope and at least 1.25 inch from the top edge of the envelope.
 - These dimensions include the ¼ inch clear area.

Placement of the logo on the EL-122m FIM B and FIM C and the EL-120m

These envelopes contain the postage prepaid indicial and are not subject to cancellation by postal equipment. Therefore, the only requirement is the ¼ inch clear area surrounding the logo.

Information Regarding FIM Bars

The Facing Identification Mark (FIM) is the mark consisting of a series of vertical lines located in the upper right corner of the envelope near the area where postage is placed.

FIMs are used only on **reply mail** (the Absentee Ballot Application/Certification Envelopes, EL-122 and EL-122m). FIMs do not apply to outgoing envelopes (EL-120, EL-121).

The type of FIM required depends upon the method used by each individual municipality for return mail. It is the responsibility of each municipal clerk to ensure the Absentee Certificate Envelopes printed for use in their municipality contain the appropriate FIM.

There are four EL-122 envelopes posted. To assist you in determining which envelope applies to your return mail method, a brief description of each envelope and its usage is listed below:

EL-122 FIM A

- This is the Absentee Certificate Envelope used for nonmilitary voters.
- The **FIM A** template is appropriate *if you*
 - ✓ use Courtesy Reply Mail (CRM), Meter Reply Mail (MRM) or you simply place a stamp on the envelope, **AND**
 - ✓ *use a preprinted delivery point barcode*

NOTE: Do not use FIM A if not barcoding.
*Please see usage for **EL-122 NO FIM**.*

***EL-122 NO FIM**

- This is the Absentee Certificate Envelope used for nonmilitary voters.
- The **NO FIM** template is appropriate if you
 - ✓ use Courtesy Reply Mail (CRM), Meter Reply Mail (MRM) or you simply place a stamp on the envelope, **BUT**
 - ✓ *do not use a preprinted delivery point barcode*

EL-122m FIM B

- This is the Absentee Certificate Envelope used for military voters.
- The **FIM B** template is appropriate if you
 - ✓ use Business Reply Mail (BRM) *without* a preprinted BRM ZIP+4 barcode.

EL-122m FIM C

- This is the Absentee Certificate Envelope used for military voters.
- The **FIM C** template is used for Business Reply Mail (BRM) *with* a preprinted BRM ZIP+4 barcode.

Clerks should contact the MDA Support Center at MDA@usps.gov or 855-593-6093 if they are unsure about the FIM appropriate to their situation.

If you have questions with respect to the information in this memo, please contact me.

cc: Dennis Wenzel, Bear Graphics
Scot Lange, JP Graphics
David Howell, Roto Graphic Printing
G.A.B. Election Administration Team

Posted to the website:

EL-122 Certificate (landscape)
EL-122 Certificate (portrait)
EL-122 Address side - No FIM
EL-122 Address side - FIM A
EL-122m Address side - FIM B
EL-122m Address side - FIM C
EL-120
EL-120m